



**south dakota**  
DEPARTMENT OF EDUCATION  
Learning. Leadership. Service.

# New Requirement!

All SFA's (whether interested in CEP or not) will be required to complete the Community Eligibility Provision (CEP) Site List in iCAN between April 1 and 10, 2017.

USDA [Memo SP 20-2017](#) discusses this requirement in more detail.

See reporting instructions below.

Contact Mikayla Hardy at **605-773-8067** or **[Mikayla.Hardy@state.sd.us](mailto:Mikayla.Hardy@state.sd.us)** or email **[DOE.SchoolLunch@state.sd.us](mailto:DOE.SchoolLunch@state.sd.us)** with questions.

This institution is an equal opportunity provider.

# Reporting Instructions

Step 1: Log in to your iMATCH account and make matches.

Step 2: Log in to the iCAN system and under “Applications” in the blue bar at the top of the screen click on “Community Eligibility Provision”



**School Nutrition Programs**

Applications | Claims | Reports | Security | Search | Year | Help | Log Out

Applications >

Item	Description
Application Packet	Applications Forms (Sponsor and Site)
Verification Report	Mandatory Annual Verification Report
Site Enrollment	Site Enrollment and Eligibility by Site
Community Eligibility Provision	Enrollment and Eligibility for Community Eligibility Provision
Download Forms	Forms Available for Downloading

Step 3: Click “Add” for SY 2017-18



**School Nutrition Programs**

Applications | Claims | Reports | Security | Search | Year | Help | Log Out

Applications > CEP Year List >

**Community Eligibility Provision (CEP) Site List**

Action	School Year	Reporting Date	Open Date	Close Date	Status
Add	2016 - 2017	April 1, 2017			Not Started
	2015 - 2016	April 1, 2016	March 1, 2016	April 21, 2016	Not Started
	2014 - 2015	April 1, 2015	April 1, 2015	August 31, 2015	Not Started
	2013 - 2014	April 1, 2014			Not Started

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# Instructions Continued

**Step 4: For each site use data as of April 3rd and:**

- ◇ **Enter the Number of Identified Students**
  - ◇ **Identified Students** are students who are directly certified. Direct Cert supersedes any other eligibility determination. Students approved free/reduced based on income should not be included in this number.
- ◇ **Enter the Enrollment**
- ◇ **Click “Save”**

**School Nutrition Programs**

Applications | Claims | Reports | Security | Search

Applications > CEP Year List > CEP Site Eligibility >

VIEW | MODIFY

### Community Eligibility Provision (CEP) - Site Eligibility For School Year: 2016 - 2017

**General Information**

Reporting Date: April 01, 2017  
Due Date: April 11, 2017

**Instructions**

The Community Eligibility Provision (CEP) for the National School Lunch Program (NSLP) provides an alternative to household applications for free and reduced price meals for economically disadvantaged students in local educational agencies (LEAs) and schools. Sites that elect this option agree to serve all students free lunches and breakfasts for four (4) successive school years and claim the meals based on a percentage of Identified Students multiplied by a USDA-defined multiplier factor.

Sites which have an Identified Student Percentage (ISP) of 40% or greater are eligible for this option. Sites which have an Identified Student Percentage (ISP) between 30.00% - 39.99% are potentially eligible.

Enter each Site's Number of Identified Students and Enrollment as of the Reporting Date.

Site ID	Site Name	Nbr of Identified Students	Enrollment	ISP	Eligible?	Potentially Eligible?
0002	ELEM	0	0	0.00 %		
0001	HI SCH	0	0	0.00 %		
0003	JR HIGH	0	0	0.00 %		
Sponsor Totals		0	0	0.00 %		

Total Sites: 3

Export

Save Cancel

**Step 5: A pop up will appear. Click “Finish” if you are done or “Edit” if you wish to revise your information.**

- ◇ **Remember to Log Out When you are finished.**
- ◇ **You will be able to modify your information until April 10, 2017.**

**Save Confirmation**

Congratulations!

The form has been validated without errors.

< Edit Finish